NOTICE – This report is authorized by law (20 U.S. Code 1221e). Your answers will be kept confidential and will be used only for statistical purposes.

FORM **SASS-2B** (9-3-93)

U.S. Department of Education
National Center for Education Statistics

PRIVATE SCHOOL PRINCIPAL QUESTIONNAIRE

SCHOOLS AND STAFFING SURVEY

1993-94 SCHOOL YEAR

Conducted by:

U.S. Department of Commerce Bureau of the Census



THIS SURVEY HAS BEEN ENDORSED BY:

American Montessori Society

Christian Schools International

Council for American Private Education

Evangelical Lutheran Church in America

Executive Assistant to the Secretary for Private Education

Friends Council on Education

General Conference of the Seventh-Day Adventist Church

Lutheran Church-Missouri Synod

National Association of Episcopal Schools

National Association of Independent Schools

National Association of Private Schools for Exceptional Children

National Catholic Educational Association

National Independent Private School Association

Oral Roberts University Educational Fellowship

Solomon Schechter Day School Association

Torah Umesorah–National Society for Hebrew Day Schools

United States Catholic Conference

Wisconsin Evangelical Lutheran Synod

DEAR PRINCIPAL:

WHO IS CONDUCTING THIS SURVEY?

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in this survey. The U.S. Bureau of the Census is conducting this survey by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e).

WHY IS NCES SPONSORING THIS SURVEY?

The purpose of this survey is to obtain information about the training, experience, professional background and characteristics of school principals. We will treat the data as confidential and will report it only in statistical summaries.

WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?

We are conducting this survey with only a sample of school principals. Therefore, the value of your individual contribution is greatly increased because it represents many other school principals. We, therefore, encourage you to participate in this voluntary survey.

WHERE SHOULD YOU MAIL YOUR COMPLETED QUESTIONNAIRE?

Mail your completed questionnaire in the enclosed envelope to:

Bureau of the Census Current Projects Branch 1201 East 10th Street Jeffersonville, IN 47132-0001

THANK YOU FOR YOUR COOPERATION IN THIS VERY IMPORTANT EFFORT.

SINCERELY,

EMERSON J. ELLIOTT COMMISSIONER

NATIONAL CENTER FOR EDUCATION STATISTICS

INFORMATION ABOUT REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 30 minutes, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651 and to the Office of Management and Budget, Paperwork Reduction Project 1850-0598, Washington, DC 20503.

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1.	YOUR NAME:
	TITLE:
	AREA CODE TELEPHONE NUMBER
	BEST TIME TO REACH YOU (if we have questions about any of your responses): DAYS: TIME: a.m.
	p.m.
	This school has no principal/school head. This school is out of operation – Please explain on the lines below.
3.	If you marked either of the boxes above, do not complete this questionnaire.
	Bureau of the Census Current Projects Branch 1201 East 10th Street Jeffersonville, IN 47132-0001
4.	If you did not mark either box in item 2 above, continue with item 4. At the end of this questionnaire, you are asked to record the amount of time required to complete this form. Please record the current date and time:

INSTRUCTIONS

It is important that this questionnaire be completed by the school PRINCIPAL/SCHOOL HEAD, not by anyone else.

We suggest using a pencil to answer this questionnaire.

EDUCATION FIELDS

General education

01 Pre-elementary/early

03 Elementary education

childhood education

If you have any questions, call the Bureau of the Census at 1-800-221-1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern time).

Please return this questionnaire within 2 weeks in the enclosed envelope.

Special education

67 Special education, general

68 Emotionally disturbed

MAJOR AND MINOR FIELD OF STUDY CODES FOR QUESTIONS 5, 7, 8, 9 AND 10

06 Agriculture and natural resources

86 American Indian studies

(Native American)

GENERAL FIELDS

Foreign languages

51 French

52 German

	Elementary education Secondary education	69 Mentally retarded70 Speech/language impaired71 Deaf and hard-of-hearing	87 Other area and ethnic studies08 Architecture and environmental design10 Art, fine and applied	55 Spanish
07 111 13 15 89 22 23 24 29 88 30 34 38 40 43 45 46	bject area education Agricultural education Art education Bilingual education Business, commerce, and distributive education Crosscultural education English education English education English as a second language Foreign languages education Home economics education Indian education (Native American) Industrial arts, vocational and technical, trade and industry education Mathematics education Music education Physical education/health education Reading education Religious education Science education Social studies/social sciences education	72 Visually handicapped 73 Orthopedically impaired 74 Mildly handicapped 75 Severely handicapped 76 Specific learning disabilities 77 Other special education Other education 78 Curriculum and instruction 79 Educational administration 80 Educational psychology 81 Counseling and guidance 82 Other education	 Business and management Communications and journalism Computer and information sciences Drama, theater Engineering English (literature, letters, speech, classics) General studies Health professions and occupations Home economics Humanities Law Library science Mathematics Military science Multi/interdisciplinary studies Music Philosophy Psychology Public affairs and services Religion, theology 	Natural sciences 57 Biology/life science 58 Chemistry 59 Geology/earth science 60 Physics 61 Other natural sciences Social sciences 62 Economics 63 History 64 Political science and government 65 Sociology 66 Other social sciences
060	5a. Do you have a bac	helor's degree?		
		·		
	1 9	ou receive your bachelor	s degree?	
	d. Did you have a sec	ond major field of study	?	
	1 □Yes → Contin	ue with item 5e, page 5.		
	$2\square No \longrightarrow GO to I$	tem 5f, page 5.		
Page	÷ 4			FORM SASS-2B (9-3-93)

5 e	. What was your second the two-digit :	ond major field of study? field code from the list on page 4 and the field name.	
	Code	Second major field	
f	. Did you have a min		
085	−₁□Yes		
	√²∐No		
\downarrow	GO to item 6a.		
g	. What was your min Record the two-digit	or field of study? field code from the list on page 4 and the field name.	
	Code	Minor field	
6a	. What is the name o bachelor's degree?	f the college or university where you earned your	
	(Office use only)	Name of college or university	
b	. In what city and sta	ate is it located?	
100			
	(Office use only)	City State	
105	□ Located outside U	nited States	
110	─ 1 Yes	for field of study?	
115	Record the two-digit	field code from the list on page 4 and the field name.	
	Code	Major field	
С	. In what year did yo	u receive your second bachelor′s degree? ─	
120	1 9		
8a	Do you have a mast		
	GO to item 10a, pag		
b	Record the two-digit	or field of study? field code from the list on page 4 and the field name.	
130			
	Code	Major field	
С		u receive your master's degree?	
135	1 9		

9a.	Do you have a second mast - 1 □ Yes - 2 □ No	ter's degree?		
\	GO to item 10a. What was your major field Record the two-digit field code	of study? e from the list on page 4 and the field name.		
145				
	Code	Major field		
C.	1 9	e your second master's degree?		
	Do you have any other type -1 ☐ Yes -2 ☐ No GO to item 11a.	e of degree?		
↓ b .	What other degrees have you earned? Mark (X) all that apply below.	c. What was your major field of study for each degree? Record the two-digit field code from the list on page 4 and the field name.	d. Ir	n what year did you eceive each degree?
160	₁ ☐ Associate degree	Code Major field	170	1 9
175	☐ Education specialist or professional diploma (at least one year beyond master's level)	Code Major field	185	1 9
190	Doctorate or first professional degree (Ph.D., Ed.D., M.D., L.L.B., J.D., D.D.S.)	Code Major field	200	1 9
11a.		tary or secondary teaching experience oming a principal/school head?		
205	□ None or	Years of teaching		
b	How many years of element have you had SINCE become Count part of a year as 1 year	ntary or secondary teaching experience ning a principal/school head?		
210	□ None or	Years of teaching		
	Note: If you have no tea	aching experience, GO to item 13, page 7.		

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TEAC	HING ASSIGNMENT FIELD	CODES FOR QUESTION	12
General 01 Prekindergarten 02 Kindergarten 03 General elementary Special areas 86 American Indian/Native American studies 10 Art 12 Basic skills and remedial education 13 Bilingual education 17 Computer science 18 Dance 19 Drama/Theater 21 English/Language arts 23 English as a second language 26 Gifted	Special areas — Continued 28 Home economics 16 Journalism 33 Mathematics 35 Military science 37 Music 39 Philosophy 40 Physical education, health 43 Reading 44 Religion 47 Social studies/ social science Foreign language 51 French 52 German 53 Latin 54 Russian 55 Spanish 56 Other foreign language	Science 57 Biology/Life science 58 Chemistry 59 Geology/Earth science/ Space science 09 Physical science 60 Physics 61 General and all other science Vocational- technical education 05 Accounting 06 Agriculture 14 Business, marketing 27 Health occupations 30 Industrial arts 49 Trade and industry 50 Technical 83 Other vocational-technical education	Special education 67 Special education, general 68 Emotionally disturbed 69 Mentally retarded 70 Speech/Language impaired 71 Deaf and hard-of-hearing 72 Visually handicapped 73 Orthopedically impaired 74 Mildly handicapped 75 Severely handicapped 76 Specific learning disabilities 77 Other special education
ASSIGNMENT, i.e., th	ear of teaching, what was ne field in which you taught	t the most classes?	
Record the two-digit fie divided equally betwee	ld code from the list above an n two fields, record either field	nd the field name. If your to d as your main assignmen	eaching schedule was t field.
215	NA-in-a-in-a-a-	. C I - I	
Code	Main assignment		
13. Are you currently tea as principal/school he	ching in the school in whice ead?	en you are now serving	
1 ☐ Yes 2 ☐ No			
14a. Did you hold any othe principal/school head	r school position BEFORE y	you became a	
225			
—			
GO to item 15, page			
	g school positions did you and for how many years?	hold before becoming a	a
Count part of a year as	•		
(1) Department head			
230 1 ☐ Yes → How I	many years? 235		
(2) Curriculum speci	alist or coordinator		
$ \begin{array}{ccc} & & & & & & & & & & \\ & & & & & & & &$	many years? 245		

	Cou	nt part of a year as 1 year.
	(3)	Assistant principal/school head or program director
250		1 ☐ Yes → How many years? 255
	(4)	Guidance counselor
260		1 ☐ Yes → How many years? 265
	(5)	Library media specialist/Librarian
270		1 ☐ Yes → How many years? 275
	(6)	Athletic coach
280		1 ☐ Yes → How many years? 285
	(7)	Sponsor for student clubs, debate teams
290		1 ☐ Yes → How many years? 295
	(8)	Other
		1 ☐ Yes → How many years? 2 ☐ No Describe other school position ✓
15.	Prio train	or to becoming a principal/school head, did you participate in any school ning or development program for ASPIRING school principals/school ds?
310		1 ☐ Yes 2 ☐ No
16.	Wer	e you the principal/school head of this school in the spring of 1991?
320		1 ☐ Yes 2 ☐ No

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17.	Prior to this school year, how many years were you employed in each of the following positions?
	Count part of a year as 1 year. If none, mark (X) the box.
a.	As the principal/school head in this school?
	□ None or Years
b.	. As the principal/school head in other schools?
	□ None or Years
	Note: If "None" is marked for item 17b above, GO to item 19a, page 10.
18a.	If you have served as a principal/school head in other schools, which of the following best describes the location in which you LAST served?
	Mark (X) only one box.
	Served in a different private school in this state
	2 ☐ Served in a private school in another state 3 ☐ Served in a public school
	4 □ Other – Specify ⊋
h	In what grade levels were the students in the school in which you LAST
	served as principal/school head?
	Mark (X) all that apply.
	□Ungraded
	□Prekindergarten
	□Kindergarten
	□1st
	□2nd
	d □ 3rd
	d □ 4th
	∃ □ 5th
	d □ 6th
	¹ □7th
	[↑] □8th
	d□9th
	1 □ 10th
	1 □ 11th
	1 □ 12th

19	a. How many times since serving in the field of education have you had a break in service of one year or more, prior to or after becoming a principal/school head?
415	o □ None → GO to item 20. OR
420	Breaks in service
ı	b. Were any of these breaks due to a reduction-in-force or a layoff?
425	1 ☐ Yes → How many? 430 2 ☐ No
(c. How long was the most recent break in service?
435	Years
	d. Since your most recent break in service, how many consecutive years have you served as a principal/school head? Include the current year and count each year, whether full-time or part-time, as one year.
440	Years
445 450 455 460	Aside from college coursework for a degree or participation in a program for ASPIRING school principals/school heads, have you had any of these types of training for your current position? Mark (X) all that apply. In-service training in evaluation and supervision Training in management techniques An administrative internship None of the above
21	a. In what year will you be ELIGIBLE to retire from your position as principal/school head?
465	1 9 OR 470 2 0 OR 475 1 ☐ Already eligible
ı	b. How long do you plan to remain a principal/school head? Mark (X) only one box.
480	1 ☐ As long as I am able 2 ☐ Until I am eligible for retirement
	3 □ Will probably continue unless something better comes along 4 □ Definitely plan to leave as soon as possible 5 □ Undecided at this time
,	GO to item 22a.
(c. In what year do you PLAN to retire from your position as a principal/school head?
485	1 9 OR 490 2 0
22	a. What is your current ANNUAL salary for this position before taxes and deductions?
495	o Position unpaid OR \$00 Annual salary
ı	b. For how many months of the year are you employed as the principal/school head in this school?
	Months employed

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23.	Which of these benefits do you receive, in whole addition to your salary?	e or i	in part,	from this school	in	
	Mark (X) all that apply.					
	General medical insurance Dental insurance Group life insurance Pension contributions Housing or housing expenses Meals (including free or reduced-price lunch) Car/transportation expenses Reimbursement for tuition and course fees Tuition for your children Child care None of the above					
24.	To what extent is each of the following matter is a serious problem, a moderate problem, a m					
	Mark (X) one box on each line.	S	erious	Moderate	Minor	Not a problem
á	a. Student tardiness	560	1	2	3	4
k	o. Student absenteeism	565	1	2	3	4
•	c. Teacher absenteeism	570	1 🗌	2 🔲	3	4
C	I. Students cutting class	575	1 🗌	2	3	4
•	e. Physical conflicts among students	580	1	2	3	4
,	f. Robbery or theft	585	1	2	3	4
ç	ı. Vandalism of school property	590	1	2	3	4
ŀ	n. Student pregnancy	595	1	2 🔲	3	4
	i. Student use of alcohol	600	1	2	3	4
	j. Student drug abuse	605	1	2	3	4
ŀ	s. Student possession of weapons	610	1	2	3	4
	I. Verbal abuse of teachers	615	1	2 🔲	3	4
n	s. Student disrespect for teachers	620	1	2	3	4
r	n. Students dropping out	625	1	2	3	4
C	Student apathy	630	1	2 🗆	3	4
ķ	. Lack of academic challenge	635	1	2 🗌	3	4
C	լ. Lack of parent involvement	640	1	2	3	4
I	r. Parental alcoholism and/or drug abuse	645	1	2 🗌	3	4
•	s. Poverty	650	1	2	3	4
1	t. Racial tension	655	1	2	3	4
ι	I. Students come to school unprepared to learn	660	1	2	3	4
•	7. Poor nutrition	665	1	2	3	4
V	/. Poor student health	670	1	2 🗌	3	4
)	c. Student problems with the English language	675	1	2	3	4

r	Jsing the scale 0–5, where 0 is "None" and 5 nuch ACTUAL influence you think each grous oncerning the following activities.	is "A ıp or ı	great d person	leal," indi has on de	cate hov cisions	V		
				Mark	(X) one b	ox on eac	h line.	
a. E	stablishing curriculum		None	~				A great deal
	1) Governing/Diocesan board	690	0	1 🔲	2	3	4	5 🗌
(2	2) Principal/School head	695	0	1 🔲	2	3	4	5
(;	3) Teachers	700	0	1 🔲	2	3	4	5
(4	4) Curriculum specialists	705	0	1 🔲	2	3 🔲	4 🔲	5 🗌
(!	5) Library media specialists/Librarians	710	0	1 🔲	2	3	4	5
((6) Parent association	715	0	1 🔲	2	3	4 🔲	5 🗌
	liring new full-time teachers	730	None	←	2 🗆	3 🗆	4 🗆	A great deal
	1) Governing/Diocesan board		0 🗆	1 🗆	2 🔲	3 🗆	4 🗆	5 🗆
	2) Principal/School head	735						
	3) Teachers	740	0 🗆	1 🔲	2	3 🗌	4	5 🗌
(4	4) Parent association	745	0	1 🗆	2	3 🗌	4	5
c. S	Setting discipline policy		None	~				A great deal
(1) Governing/Diocesan board	760	0	1 🗌	2	3	4	5 🔲
(2	2) Principal/School head	765	0	1 🔲	2	3	4	5
(3) Teachers	770	0	1 🗌	2	3	4	5
(4	4) Parent association	775	0	1 🔲	2	3	4	5

23.	Continued							
	Using the scale 0–5, where 0 is "None" and 5 is much ACTUAL influence you think each group concerning the following activities.					v		
				Mark	(X) one b	ox on eac	h line.	
			Nana					A
d.	Deciding how the school budget will be spent		None					great deal
	(1) Governing/Diocesan board	790	0	1 🔲	2	3	4	5
	(2) Principal/School head	795	0	1 🗌	2	3 🗌	4	5
	(3) Teachers	800	0	1	2	3	4	5
	(4) Library media specialists/Librarians	805	0	1 🗌	2	3	4	5
	(5) Parent association	810	0	1	2	3	4	5
								٨
	Determining content of in-service programs		None	•			→	A great deal
0.	(1) Governing/Diocesan board	825	0	1 🔲	2	3 🔲	4	5 🗌
				1 🗆			4	
	(2) Principal/School head	830			2	3		5 🗌
	(3) Teachers	835	0	1 🗌	2	3	4	5
	(4) Parent association	840	0	1	2	3	4	5
f.	Evaluating teachers		None	←				A great deal
	(1) Governing/Diocesan board	855	0	1	2	3	4	5
	(2) Principal/School head	860	0	1 🗌	2	3	4	5
	(3) Teachers	865	0	1 🗌	2	3	4	5 🔲
	(4) Parent association	870	0	1 🗌	2	3 🔲	4	5

26.	We are interested in the importance you place on various educational goals. From the following eight goals, which do you consider the most important, the second most important, and the third most important?					
	1 – Building basic literacy skills (reading, math, writing, speaking) 2 – Encouraging academic excellence					
	3 – Promoting occupational or vocational skills 4 – Promoting good work habits and self-discipline					
	5 – Promoting personal growth (self-esteem, self-knowledge, etc.)					
	6 – Promoting human relations skills 7 – Promoting specific moral values					
	8 – Fostering religious or spiritual development					
875	Most important					
880	Second most important					
885	Third most important					
27.	Are you male or female?					
890	1 ☐ Male 2 ☐ Female					
28a	. What is your race?					
	Mark (X) only one box.					
895	American Indian or Alaska Native (Aleut, Alaska Indian, Yupik, Inupiat) Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other Asian) Black White					
	GO to item 29.					
b	. Are you enrolled in a state or federally recognized tribe?					
900	1 Yes 2 No					
29.	Are you of Hispanic origin?					
905	1 Yes 2 No					
30.	What is your year of birth?					
910	1 9					
31.	Not counting interruptions, how long did it take to complete this questionnaire?					
915	Minutes					
32.	Please record the date you completed this form.					
	1 9					
920	Month Day Year					

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THIS COMPLETES THE QUESTIONNAIRE. THANK YOU FOR ASSISTING US IN THIS IMPORTANT SURVEY. YOUR TIME AND EFFORT ARE APPRECIATED.

PLEASE RETURN THE QUESTIONNAIRE IN THE ENCLOSED ENVELOPE TO:

Bureau of the Census Current Projects Branch 1201 East 10th Street Jeffersonville, IN 47132-0001

Remarks

(Please correct any error in name, address, and ZIP Code.)



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